

bookings@salcomberugby.org.uk



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Who	

Twomeads, Camperdown Road, Salcombe, Devon, TQ8 8AX

Venue Booking Form

Name

Address

Postcode

Email

Phone

Are you a club member?

YES / NO

Date of Booking

Expected Numbers

Adults: _____

Children: _____

Session(s) Required

Non-members: £70/session

Members: £55/session

Extension: £20

Setup: £12/hour (if extra time outside your session is needed)

Morning (9am-1pm)

Afternoon (1pm-5pm)

Evening (5pm-11pm)

Extension (11pm-midnight)

Setup

Start Time _____

Use of Kitchen

An additional £10 to use the kitchen

YES / NO

Use of Bar

x1 staff member is included in the price per session.

If you're expecting over 40 guests we recommend more staff at £30/staff/session

YES / NO

Extra staff Required: _____

Use of Music

Entertainer, band or sound system

YES / NO

Cleaning

Cleaning is covered by your session charge however hirers are required to make every effort to tidy up afterwards.

I accept the Term & Conditions

Signed: _____

Total Due: £ _____

Terms and Conditions

- **The hiring prices** are reviewed annually and prices charged will be those in force at the time of the hire regardless of when the booking was made.
- **At the end of the hire**, please make every effort to tidy up. Please make sure all lights are switched off and all windows shut and locked. We would also ask you to be as quiet as possible when leaving the venue, especially if it is late at night.
- **The evening hiring period** finishes at 11.00pm (10:30pm on Sundays). Hirers wishing to extend their hire will be surcharged a late-night hiring fee of £20.00. The Hall must then be vacated by midnight (11:00pm on Sundays).
- **The venue's Public Entertainment Licence** allows dancing, singing, music from 8.30am to 11.00pm (8.30am to 10.30pm on Sundays). Permission to change these times can only be granted by South Hams District Council and must also be agreed by the club Committee.
- **There is limited parking** at the venue. Please do not park on the pavement directly outside the premises and be mindful of our neighbours.
- **The hirer is responsible for any damage or loss** to the venue and grounds during the hire period and for the venue and grounds to be left in a clean condition.
- **If caterers are being used**, the hirer is responsible for cleaning and checking the venue at the end of the event.
- **If preparing, serving or selling food**, the hirer shall observe all relevant food, health and hygiene legislation and regulations.
- **Only alcohol purchased at the bar** may be consumed on the premises.
- **Any electrical appliances** brought into the venue and used should be safe, in good working order and used in a safe manner.
- **Tables and chairs** must not be removed from the Hall for use outside.
- **All rubbish** must be bagged and deposited in the refuse bin outside the front entrance.
- **Party Poppers** (and similar) are allowed inside only.
- **In case of Fire**, the hirer is responsible for nominating a competent person to take charge to ensure all persons can escape unimpeded through the Fire Exits and to assemble on the pitch. This person is also responsible for calling the emergency services. If club bar staff are present, they will take on this responsibility.
- **No smoking or vaping** is permitted anywhere within the venue building.
- **No dogs** are permitted anywhere within the venue building or grounds (except guide dogs).
- **Decorations** such as balloons, banners and streamers may only be attached by string to the door and curtain fixtures. Please do not use pins, blue tack or adhesive tape on the walls or paintwork.
- **Smoke or haze machines** must not be used in the venue or the smoke alarm will be activated. A charge will be levied if this is the cause of a technician's attendance being required for resetting the alarm system. The alarm system must not be disconnected or tampered with.
- **Fireworks** in the venue or grounds are strictly forbidden.
- **In the event of the venue or any part thereof being rendered unfit for the use** for which it has been hired, the club shall not be liable to the Hirer for any resulting loss or damage.
- **The Committee reserves the right to change** these Terms and Conditions at any time at their discretion.
- **The Committee reserves the right to cancel a booking** and refund the venue hire fees at any time at their discretion. The club shall not be liable to the Hirer for any resulting loss or damage.